



The City of Napa
Announces An Opening For
Community Resources Director



The Community



Few cities in the world offer their citizens the lifestyle available in the City of Napa. With a population of approximately 76,000, Napa is located in the premier wine-making region of the State, approximately 50 miles north of the San Francisco Bay Area. The flowing hills, vineyards, and open space provides a backdrop for a dynamic city. There is an ideal mix of suburban amenities while being close enough to the full range of urban benefits of San Francisco and the Bay Area.

This North Bay community offers housing opportunities in the mid-\$500,000 range for condominiums to estate-sized homes valued at more than \$1 million. The average cost for a family home is in the mid- \$600,000 range. Advantages for families abound: a good school system, a local community college, and access to more than eight four-year colleges and ten additional community colleges in the greater Bay Area.

In addition to its world renowned wineries, the wine country is noted for its fine shops, golf courses, and world-class restaurants. The locale has many cultural opportunities, including a symphony orchestra, COPIA, Culinary Institute, museums, Opera House, and other performing arts venues. The region has been successful in maintaining its “small town” atmosphere while catering to a large tourist population each year. The broad spectrum of outdoor activities includes bicycling tours through vineyards, golfing, tennis, hot air balloon rides, camping, and historic walking tours. Gourmet restaurants are sprinkled throughout the region, as are many mineral-spring spas. All of these pursuits can be enjoyed while being surrounded by rolling hills and mountains of stunning beauty.

Napa is one of five cities located in the County, all of which share positive working relationships with one another. Common issues such as growth management, agricultural preservation, tourism, and quality of life help bind the cities' interests together.

City Government

The City of Napa was incorporated on March 23, 1872. Napa became a charter city by the vote of the people at an election held December 16, 1914. The City of Napa operates under the council-manager form of government. The City Council consists of a directly elected four-year term Mayor and four City Council members who are elected at-large and serve four-year overlapping terms. In addition to appointing the City Manager, the City Council appoints the City Clerk and City Attorney. All other employees are appointed by the City Manager in conformance with the City Charter or Civil Service Commission regulations. The City Manager serves as Executive Director of the Redevelopment Agency and the Mayor and Council are its Board of Directors. With a total budget of \$101 million and a staff of 425 full-time employees, the City directly provides a variety of services including police, fire, and water. Refuse collection and recycling are contracted services provided by a private firm. Sewer services are provided by the Napa Sanitation District. City departments include Community Resources, Economic Development/Redevelopment, Finance, Housing, Police, Fire, Community Development, Public Works, and Personnel. The Human Resources Department (Personnel) operates under the direction of the Civil Service Commission.

The City of Napa is dedicated to providing innovative, efficient, attentive, and courteous service; promoting economic vitality; enhancing the quality of life for all citizens; and building a better community. The City subscribes to a core set of values that incorporates the areas of vision and responsibility, customer service, accountability, teamwork, quality, and continuous improvement.

The expectations and needs which must be served by City government continue to change as Napa's population increases, its neighborhoods get older, and the community reflects cultures from around the world. Those changes are reflected in a more customized approach to service delivery rather than a “one size fits all” model. The City of Napa team, composed of the City Council, the City Manager, and staff have been working together to create an organization with a wide range of initiatives to meet changing needs. Elements include:

- Promoting a shared responsibility for problem identification and solution development.
- Engaging the community in dialogue and collaborative problem solving.
- Fostering economic vitality through a community-wide economic development strategy.
- Creating opportunities to partner with others, from governmental agencies and businesses to non-profit groups, neighborhoods, and individuals.



The Position of Community Resources Director

Reporting to the City Manager, the Director is responsible for a line department that includes a comprehensive recreation program, a full-service parks systems including river trail development, a community senior center, a municipal golf course, and the Community Development Block Grant program. The Director will interface with the community on a number of exciting challenges in the near future, including developing the recreation component of a \$200 million flood control project through downtown Napa. The Department has an annual budget of just over \$4 million, and is staffed with 44 full-time allocated positions and many part-time employees and volunteers to support numerous recreation programs.

The City of Napa is in the midst of an active development environment. Projects include:

- redevelopment efforts in downtown
- a major flood control project
- design and construction of a commuter bicycle path
- development of downtown boat docks
- BMX bike track
- Marketplace on the River
- newly formed countywide Arts Commission
- opportunity for major expansion of after-school recreation programs in cooperation with the Napa County School District
- countywide Parks District for open space on the November ballot
- potential new performing arts center and art museum located in downtown Napa
- new amphitheater on the Riverfront
- \$2 million grant for Oxbow preserve in downtown
- \$2 million grant for park and trail connection at Trancas Crossing
- several new hotel projects



The Ideal Candidate

The City of Napa is seeking an innovative leader with a thorough knowledge of the administration and management of a multi-faceted parks and recreation program. The ideal candidate will have the ability to define and implement a Long Term Vision for the Department and the ability to maximize budget resources and community partnerships to achieve goals. The ideal candidate will also have demonstrated skills in developing programs and managing projects, a track record in problem solving and consensus building with diverse community groups, and excellent interpersonal and communication skills. In addition to responsible managerial experience in community resources, qualifications should also include a Bachelor's degree in Public Administration, Recreation Administration, or a closely related field; a Master's degree is highly desirable.

Competencies and Personal Characteristics

In addition to the requirements stated above, the ideal candidate will possess the following additional characteristics, competencies, and style:

- People oriented / team builder
- Passion for internal and external customer service
- Community active / visible
- Exhibits professional poise / demeanor
- Effective negotiation and conflict resolution skills
- Politically astute without being political
- Excellent decision making and change management abilities
- Able to carefully evaluate the organization's efficiency and effectiveness as well as keep the department on sound financial footing
- Flexible, unbiased, compassionate, and has a strong sense of ethics both personally and professionally
- An effective listener who is open and accessible

Compensation & Benefits

The current salary range is **\$116,364 - \$140,580** annually. A very competitive benefits package includes:

- **Retirement** – PERS Retirement System (8% employee paid portion is tax deferred pursuant to IRS 414(h)(2). The City provides 2.7% @ 55 benefits.
- **Medical Insurance** – Group plans for employee and dependent health, dental, and vision insurance (maximum \$20/month employee contribution).
- **Vacation** – 15 days of vacation per year (increasing with longevity), and up to 15 days of management leave annually.
- **Holidays** – Average of 13 holidays annually.
- **Sick leave** – Accrued at a rate of 12 days per year.
- **Automobile Allowance** – \$375 per month.
- **Life Insurance** – Coverage of \$100,000.
- **Deferred Compensation** – City contribution of \$300 per month.
- **Retiree Medical Payments** – \$347 per month after ten years of City of Napa service.



The Application Process

To be considered for this exciting career opportunity, please forward a cover letter, resume, five work-related references, current salary, and a City of Napa application by **Monday, October 16, 2006**. Application materials are available on the City's website at www.cityofnapa.org. Resumes should reflect years **and** months of positions held, as well as size of staff and budget you have managed. Forward your materials to:



Stuart Satow
CPS Executive Search
241 Lathrop Way • Sacramento, CA 95815
Tel: 916 263-1401 • Fax: 916 561-7205
Email: resumes@cps.ca.gov
Website: www.cps.ca.gov/search
City website: www.cityofnapa.org

Following the final filing date, application materials will be screened by the consultant. Those candidates whose qualifications most closely match the requirements for this position will be forwarded to the City. Interviews with potential finalists are tentatively scheduled for Thursday, November 16, 2006.

Appointment to city employment is contingent upon successful completion of a job-related criminal history check. At the time of hire, proof of United States citizenship or authorization to work in the United States is required. If you are a qualified individual with a disability as defined by the Americans with Disabilities Act and you need reasonable accommodation to participate in any of the interviews, please notify the City of Napa Personnel Department Director at (707) 257-9505. Official documentation to support your request may be required.



The City of Napa is an Equal Opportunity Employer.

